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STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING




MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

April 15, 2010

MEMORANDUM

To: MEGS Authorized Officials, Consolidated Application Main Contacts,
and Title I School Selection Main Contacts

FROM: Michael W. Radke, Director 
Office of Field Services

SUBJECT: 2010-11 LEA Planning Cycle Application, Title I School Selection
Application, and Consolidated Application Available

This is to inform you that the LEA Planning Cycle application, the Title I School Selection application, and the Consolidated Application are available for the 2010-11 academic year.

LEA Planning Cycle (LEAPC) Application

Beginning with academic year 2010-11, the LEAPC application will no longer be completed in Michigan Electronic Grants System (MEGS). It has been relocated to the Michigan Department of Education (MDE)/AdvancEd portal at <http://www.advanced.org/mde/> in order to more closely align with your other continuous school improvement tools.

It is critical that local educational agency (LEA) representatives completing the LEAPC carefully review the training materials prior to activating the application. The LEA will need to thoroughly understand how to use both the Goals Management System and the LEAPC system. Training materials for Goals Management and the LEAPC can be accessed through the MDE/AdvancEd portal by selecting the "Training and Support" tab on the left side of the main screen. Additionally, MDE has developed two training PowerPoints located on the Office of Field Services (OFS) main screen, under the header "Workshops and Training" at <http://www.michigan.gov/ofc>. It is important to read the speaker's notes associated with each slide of the PowerPoint in order to access the full content of the training.

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www.michigan.gov/mde • (517) 373-3324

If extra support is required to complete the application after the LEA has reviewed the materials and received the Goals Management and LEAPC training, please first contact your local Intermediate School District (ISD) or Regional Educational Services Agency (RESA) for support with School Improvement tools, and then, your Field Services consultant for LEAPC related concerns.

Title I School Selection (TISS) Application

The 2010-11 Title I School Selection application is available in MEGS.

The Title I School Selection application uses the Title I requirements to rank and serve Title I eligible schools in LEAs of 1,000 or more student enrollment, and that have schools with overlapping grade levels. LEAs of less than 1,000 student enrollment or that do not have schools with overlapping grade levels have an abbreviated (short form) Title I School Selection application.

This abbreviated form requests LEAs to provide the Title I status for eligible Title I schools as well as required data that is submitted to the United States Department of Education (USED). This year the abbreviated (short form) Title I School Selection application will have an additional screen to complete: Screen 9. This screen will provide MDE and USED with information on district required and optional set-asides, as well as information about equitable services to private schools.

There are changes to both the long and short version of the Title I School Selection application. LEAs should review the training PowerPoint located on the OFS main screen, under the header "Workshops and Training" at <http://www.michigan.gov/ofc>.

Please read the important information in item #3 below before initiating the 2010-11 Title I School Selection application in MEGS.

1. The **estimated** Title I, Part A allocation list for 2010-11 is posted on the OFS main screen at <http://www.michigan.gov/ofc> under "Tools & Resources, Program Allocations."
2. LEAs must apply for 100% of the Title I, Part A Regular 2010-11 funds in the Consolidated Application.
3. Before initiating the Title I School Selection application in MEGS, the LEA's authorized user for the Educational Entity Master (EEM)* must make the following changes:
 - a. Known changes in entity (school) configurations, reflecting new entities (schools), closed entities (schools) or adjustments in grade configurations for 2010-11.

- b. Entity (school) additions, closings and official name changes require approval by Center for Performance and Information (CEPI) staff.
 - c. Once the EEM changes have been approved by CEPI staff, the MEGS Authorized Official (Level 5) or the Application Administrator (Level 4) for the Title I School Selection application can initiate the 2010-11 Title I School Selection application in MEGS.
 - d. Failure to make the changes in EEM before initiating the Title I School Selection application will invalidate the application and will require the LEA to resave Screen 1 in order for MEGS to bring in the updated school information from EEM.
- 4. LEAs must use the Title I School Selection application to identify new Title I schools or change a school's Title I status from Targeted Assistance to Schoolwide. This change is only allowed for those schools that have already undergone the MDE approved schoolwide planning process.
 - 5. Upon recommendation of the USED, OFS has established **December 1, 2010, as the final date** for submission of the initial applications (LEAPC, Title I School Selection, and Consolidated Application). At that time OFS will begin the process to reallocate any unbudgeted funds from LEAs that have not applied to those LEAs that have an active application.

*To learn the name of the Educational Entity Master (EEM) authorized user for your district, or if you have questions about the EEM or other CEPI applications, please send an e-mail message to CEPI@michigan.gov or call 517-335-0505 and choose option 3. Please provide your name, district code, district name (if applicable), the CEPI application name, your telephone number (including area code and extension), your e-mail address, and your specific questions. Please see the attachment for helpful hints which you may forward to the EEM authorized user.

Consolidated Application

The 2010-11 Consolidated Application is application is available in MEGS.

LEAs will be given a **July 1, 2010**, obligation date if the LEAPC, Title I School Selection application, and Consolidated Application are submitted in substantially approvable form by July 1, 2010. However, LEAs that submit all applications by May 15 can expect a review and/or approvals by September 3 with a July 1 obligation date.

LEAs must apply for all available funding sources. Use "Apply Now" for Title I, Part A and Title II, Part A and use "Apply Later" for all other applicable regular and ARRA carryover funds. As a reminder, selecting "Do Not Apply" will not bring forward the 2009-10 budget detail. The expectation is that LEAs will budget 100% of their **estimated** allocation in each funding source, if applicable to their LEA.

LEAs that wish to refuse any of the district's allocated funds must submit a written notification to Becky Pennington at PenningtonB@michigan.gov by September 30, 2010 so that the funds can be redistributed in October 2010 to other LEAs.

ESTIMATED allocations for 2010-11 have been loaded in the Consolidated Application in MEGS for the following programs:

- Title I, Part A Improving Basic Programs (In the Consolidated Application, school level budgeting continues to be required for **ALL** Title I schools within the district.)
- Title II, Part A Teacher and Principal Training and Recruiting

At this time, LEAs will only be allowed to apply for the 2010-11 **estimated** allocations and not for 2009-10 carryover funds. Also, the "Carryover" row in the Budget Summary screens in the 2010-11 Consolidated Application will not be displayed at this time. An additional communication will be sent to LEAs regarding carryover funds prior to the reporting period for the 2009-10 Final Expenditure Reports.

For planning purposes only, lists of the 2010-11 **estimated** allocations are posted on the OFS main screen at <http://www.michigan.gov/ofc> under "Tools & Resources, Program Allocations," for the following programs:

Title I, Part C- Education of Migratory Children
Title I, Part D – Delinquent Institutions Grant
Title III, Part A – Limited English Proficient
Title III, Part A – Immigrant Program
Title VI, Part B – Rural and Low-Income Program

OFS will notify LEAs when **FINAL** program allocations have been loaded in the 2010-11 Consolidated Application.

The window for LEAs to apply for amendments to the Title I School Selection application and the Consolidated Application begins when the final allocations have been loaded and the LEA's Final Expenditure Report has been certified in the Cash Management System (CMS), and ends on January 30, 2011. During this period all LEAs are expected to make adjustments for final allocations, make program adjustments and apply for carryover in all applicable funds. As a reminder, preapproval to add or delete staff or add a new function code to a previously approved budget is required from the Field Services consultant.

OFS has prepared a revised introduction to last year's Consolidated Application training video. The revised introduction provides updates for the 2010-11 Consolidated Application. The introduction update is located on the OFS main screen, under the header "Workshops and Training" at <http://www.michigan.gov/ofc>.

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If you have any program questions, please feel free to contact your Field Services consultant for your area or call 517-373-3743 for assistance. For MEGS application questions, please contact Judy Thelen at 517-335-1266 or Bianca Robertson at 517-241-6473. For allocation questions, please contact Becky Pennington at 517-335-0909 or William Rowan at 517-373-2693.

Attachment